

SEND DOCUMENT

Set Document Properties

Title 53

54 ☒ Return Receipt Required?
55 ☒ Viewer Sign-in Required?
56 ☐ Prevent Printing?
57 ☒ Password Required? 58

Identify and Notify Recipients

Type email addresses separated by commas:

To: 59

Subject: 60

Message:

61
Dear Bob and John,
Here's the draft memo on sales strategy you requested. Have a look at it and send any comments you have back to me,

Regards,
Sara

62 63

FIG. 2

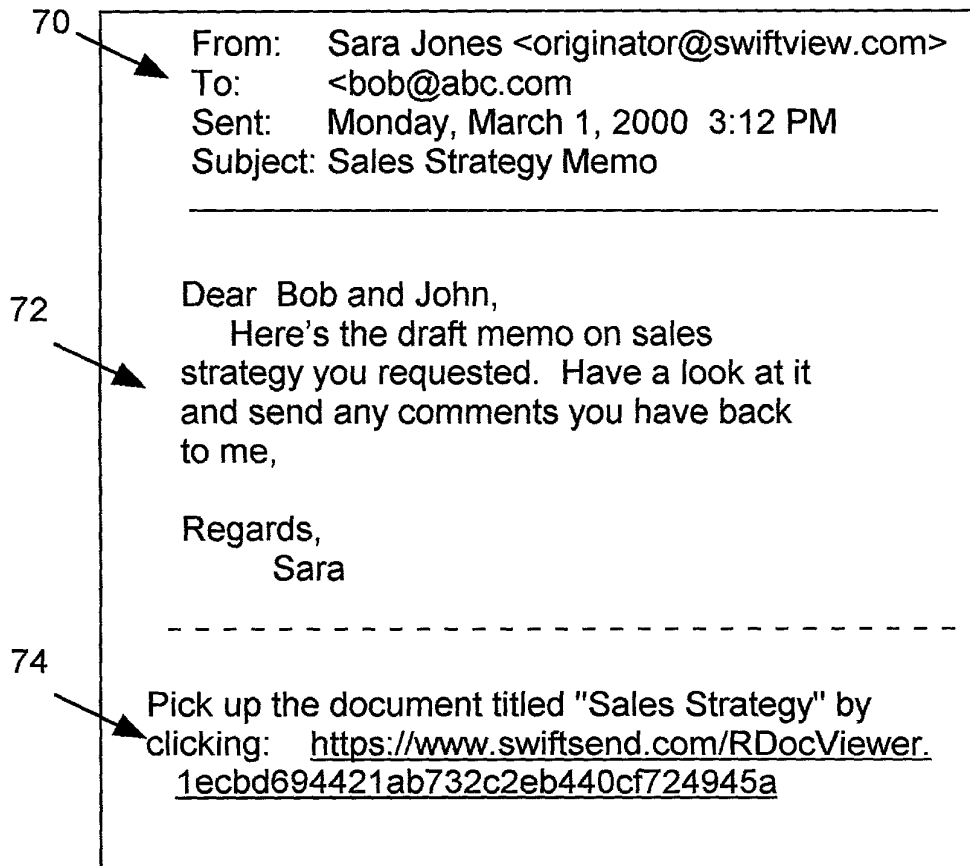


FIG. 3

42

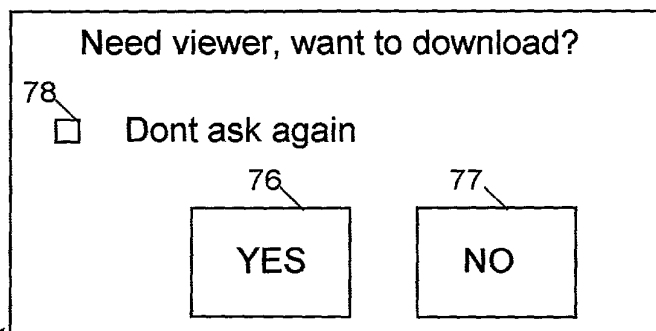


FIG. 4

80 →

SwiftView Sign-in	
USER NAME:	<input type="text" value="bobjones"/> ⁸² <input type="button" value="SIGN-IN"/> ⁸⁴
PASSWORD:	<input type="text" value="bobspassword"/> ⁸³ <input type="button" value="CANCEL"/> ⁸⁵
If new user press here: <input type="button" value="NEW USER"/> ⁸⁶	

FIG. 5

88 →

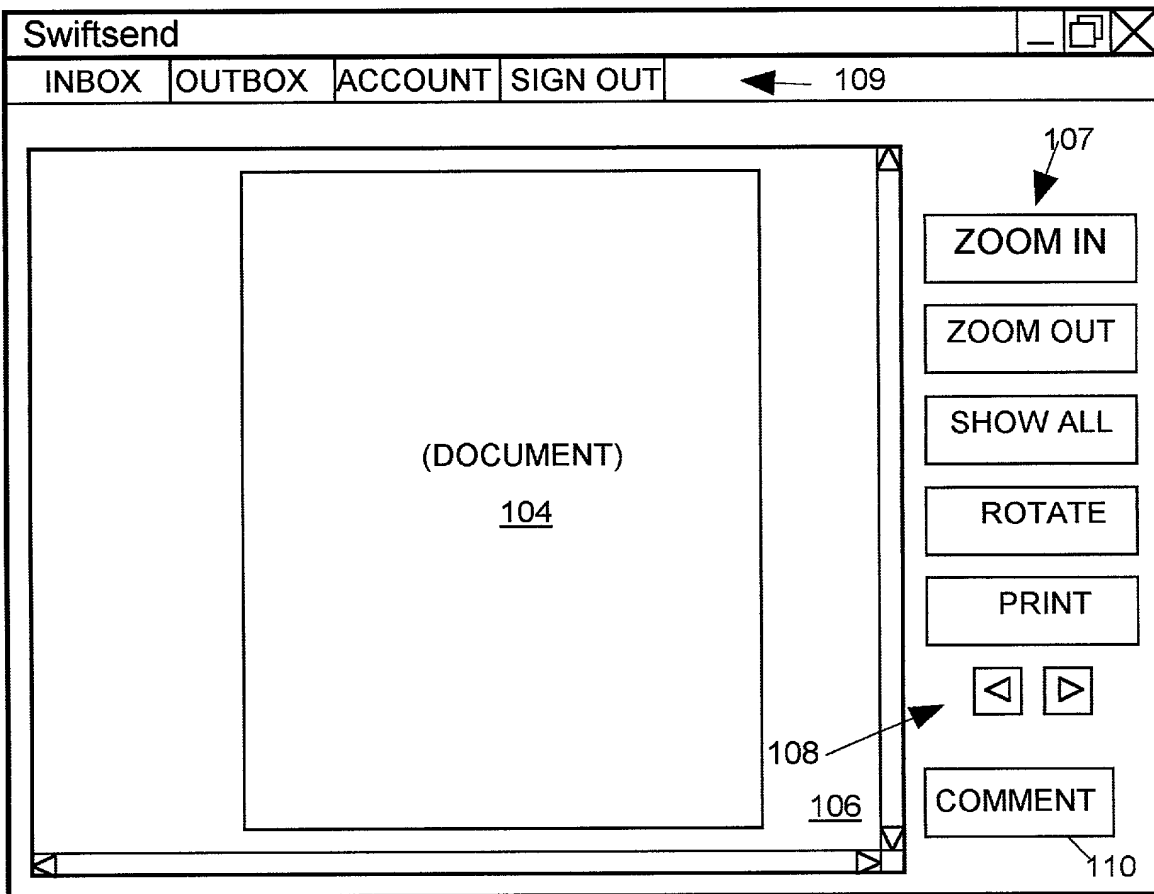
Document Password	
Enter Document Password:	<input type="text" value="*****"/> ⁸⁹
<input type="button" value="ENTER"/> ⁹⁰	<input type="button" value="CANCEL"/> ⁹¹

FIG. 6

92 →

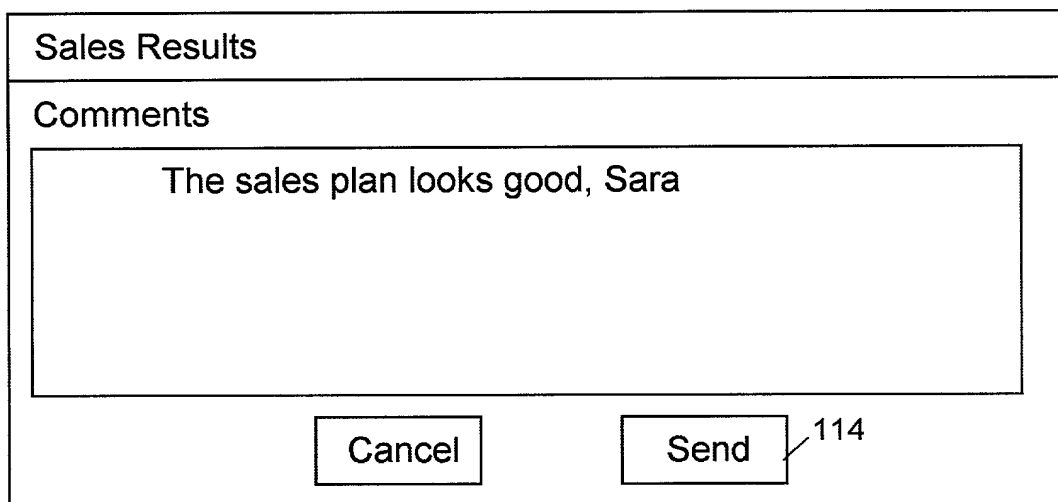
NOTE
<p>Send return receipt upon viewing document?</p> <p>Sara Jones would like to know that you have viewed the document "Sales Strategy".</p> <ul style="list-style-type: none"> • If you click Yes The document will be displayed and we will send the return receipt. • If you click No No return receipt will be sent but you cannot view the document. Your web browser goes to the previous web page (if there is one). <div style="text-align: center;"> <input type="button" value="NO"/> ⁹⁶ <input type="button" value="YES"/> ⁹⁴ </div>

FIG. 7



102

FIG. 8



112

FIG. 9

Inbox	Outbox	Account	Sign Out	
<input checked="" type="checkbox"/> Hide Checked Mail 136		<input type="checkbox"/> UnHide All Mail 137		
<u>From</u> <input checked="" type="checkbox"/> <u>Sara Jones</u> <sara@home.com>		<u>Subject</u> Sales meeting	<u>Received</u> 02/15/2000 09:39.04	<u>Document Title</u> <u>Memo 3</u>
<input type="checkbox"/> <u>Bob Smith</u> <bob@yahoo.com>		New floorplan	02/20/2000 10:15.59	<u>Drawing</u>
↑ 135	↑ 131	↑ 132	↑ 133	↑ 134

FIG. 10

130

Inbox	Outbox	Account	Sign Out	
<input checked="" type="checkbox"/> Delete Checked Document 149		<input type="checkbox"/> Send A Document 150		
<u>Document Title</u>	<u>Date/Time</u>	<u>Total Recipients</u>	<u>Return Receipts Received</u>	<u>Comments</u>
<input checked="" type="checkbox"/> <u>Sales Results</u>	02/15/2000 09:39.04	4	1	<u>Properties</u> C
<input type="checkbox"/> <u>Memo 1</u>	02/16/2000 14:02.27	3	0	<u>Properties</u>
<input type="checkbox"/> <u>Org. Chart</u>	02/20/2000 10:15.59	10	0	<u>Properties</u> C
<input type="checkbox"/> <u>Memo 2</u>	03/01/2000 15:12.50	2	2	<u>Properties</u>
↑ 148	↑ 141	↑ 142	↑ 143	↑ 144
			↑ 145	↑ 146
				↑ 147

FIG. 11

140

FIG. 12

FIG. 12 is a screenshot of a document management interface. At the top, a box labeled 152 contains document metadata: Title: Sales Strategy Memo, Date: 02/15/2000 09:39:04, and Size: 4.45 KB. To the right of this box are four checkboxes: 154 (checked) Return receipt Required, 155 (unchecked) Viewer Sign-in Required, 156 (unchecked) Prevent Printing, and 157 (unchecked) Password Required. Below these are two buttons: 159 UPDATE and 158 alakazam. Below the main box are three buttons: 167 Delete checked recipient, 168 Add Recipient..., and 169 View Comments. Below these buttons is a table with three columns: Recipient, Notified, and Received Document. The table contains two rows of data. The first row shows Sara Jones with email john@abc.com, notified on 02/15/2000 09:39:04, and received the document on 02/15/2000 15:38:16. The second row shows Bob Smith with email bob@abc.com, notified on 02/15/2000 09:39:07, and received the document on 02/15/2000 15:38:16. At the bottom of the interface are four arrows pointing upwards, labeled 166, 160, 162, and 164. An arrow labeled 150 points to the bottom of the interface.

FIG. 12

FIG. 13

FIG. 13 is a screenshot of a document management interface. At the top, a box labeled 172 contains document metadata: Title: Sales Results, Date: 02/15/2000 10:23.24, and Size: 4.45 KB. To the right of this box are four checkboxes: 174 (checked) Return receipt Required, 175 (unchecked) Viewer Sign-in Required, 176 (unchecked) Prevent Printing, and 177 (unchecked) Password Required. Below these are two buttons: 178 Close and 179 Update. Below the main box are three buttons: 167 Delete checked recipient, 168 Add Recipient..., and 169 View Comments. Below these buttons is a table with three columns: Recipient, Notified, and Received Document. The table contains two rows of data. The first row shows Sara Jones with email sara@abc.com, notified on 02/15/2000 10:23.24, and received the document on 02/15/2000 15:38:16. The second row shows Bob Smith with email bob@abc.com, notified on 02/15/2000 09:39:07, and received the document on 02/15/2000 15:38:16. At the bottom of the interface are four arrows pointing upwards, labeled 166, 160, 162, and 164. An arrow labeled 150 points to the bottom of the interface.

FIG. 13